



American Embassy

Corner of Independence and United Nations Avenues
P.O Box 31617, Lusaka, 10101, Zambia

CARPENTER FOREMAN

The U.S. Embassy in Zambia invites applications from suitably qualified and experienced individuals to fill the position of Carpenter Foreman in the Mission's Facilities Maintenance Section.

CONDITIONS OF EMPLOYMENT

The employee will work on a full-time, 40 hours/week basis and compensated based on the Embassy's Local Compensation Plan – FSN 6, with a salary ranging from ZK 69,966,947 to ZK 107,763,546 per annum.

MAJOR DUTIES & RESPONSIBILITIES

Incumbent is a working supervisor who performs the highest level of carpentry work for all government owned and leased homes, Public Affairs, Embassy and warehouse compounds. Interprets written requests and seeks clarification from requestors; reviews pending work orders, sets priorities and assigns work. Advises workers on types and quantity of supplies and equipment needed; and ensures safety procedures are observed.

REQUIRED QUALIFICATIONS

The successful candidate must address the following with specific and comprehensive information supporting each requirement:

- Successful completion of senior secondary school, a trade certificate and a college level certificate in carpentry is required.
- Three years working experience, two of which must be supervisory in the carpentry field is required.
- Level III (good working knowledge) English is required.
- Knowledge in the use and care of various tools, woods, processed boards, adhesives and repair methods is required.
- Physical dexterity and strength, ability to measure accurately, ability to conceptualize dimensional objects, ability to read plans and drawings is required.
- A valid class C driver's license with two years driving experience is required.

NOTE

All applicants who are not Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must be RESIDING IN COUNTRY and have the required work and/or residency permits to be eligible for consideration.

The closing date for receiving applications is **February 15, 2011**. Only candidates meeting the above requisites should submit their applications (using the DS 0174) or CVs (covering the same information as the DS 0174) and copies of certificates to: Human Resources Office, American Embassy, Corner of Independence and United Nations Avenues, P.O. Box 31617, Lusaka.

Only short listed candidates will be contacted.

An Equal Opportunity Employer